

## LT2 Instructions -

1. If you already have an LT2 account, log in and skip to step 6, if not click the “Register” link.
2. Fill out the requested information on the “Register for An Account” screen.
3. For “Portal Account Permissions” check the box for “Community Access (LIMITED ACCESS)”
4. You will receive a “LT2 Portal New User Registration” email with a username.
5. You will receive a second email notifying you that your account has been approved.
6. Log in with your username and password
7. Move your cursor over “Collaboration” and click on “Collaboration Areas”
8. Click on “JRTC MAAR (Community Collaboration Area)”
9. Request a membership to this area
10. Enter “JRTC MAAR” as the reason
11. You will receive an email verifying approval to this area.
12. Log in and follow the instructions identified in Step 8.
13. “JRTC MAAR (Community Collaboration Area)” should now appear as an “Active Group” under the “My Collaboration Areas” heading on the left side of the screen.
14. Click “JRTC MAAR (Community Collaboration Area)” on the left side of the screen.
15. Click “Files” from the “Links” heading on the left side of the screen.
16. The files should now be available for viewing and download.